

**645—59.4(17A) Official communications.**

**59.4(1)** All official communications, including submissions and requests, may be addressed to the Board of Cosmetology Arts and Sciences, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**59.4(2)** Notice of change of address. Each licensee and licensed entity shall notify the board of a change of the current mailing address within 30 days after the occurrence.

*a.* If a salon changes locations, the salon shall apply for a new license, as specified in 645—subrule 61.2(5).

*b.* If a cosmetology school changes locations, the school shall apply for a new license, as specified in 645—subrule 61.7(5).

**59.4(3)** Notice of change of name.

*a. Licensees.* Each licensee shall notify the board in writing of a change of name within 30 days after the occurrence. The reissued certificate fee referred to in paragraph 59.4(3) “*b*” will not apply unless the licensee wishes to obtain a certificate with the new name.

*b. Salons and cosmetology schools.* The owner shall notify the board in writing of a change of name within 30 days after the occurrence and, in addition, shall return the current certificate and pay the reissued certificate fee as specified in 645—subrule 62.1(5).